

[| NODIS Library](#) | [Financial Management\(9000s\)](#) | [Search](#) |

NASA Procedural Requirements

COMPLIANCE IS MANDATORY**NPR 9050.1A**Effective Date: November 04,
2002Expiration Date: November
04, 2012[Printable Format \(PDF\)](#)

Subject: Official Representational Fund w/Changes 1 - 4 (11/15/05)**Responsible Office: Office of the Administrator**[| TOC](#) | [ChangeHistory](#) | [preface](#) | [chapter1](#) | [chapter2](#) | [chapter3](#) | [ALL](#)

|

1.1 AUTHORITY TO APPROVE THE USE OF THE OFFICIAL REPRESENTATIONAL FUND

The Chief of Staff, or designee, has the authority to approve the use of the Official Representational Fund (ORF).

1.2 REQUESTS FOR USE

All requests for use of the ORF must be submitted by an Official-in-Charge (OIC) of a Headquarters Office or a Center Director. The requesting official is responsible for following the procedures as stated in section 2.1 when requesting use of the ORF.

1.3 ADMINISTRATIVE RESPONSIBILITIES

1.3.1 The Chief of Staff is responsible for providing management oversight, control of funds, recording expenditures, guidance, advice, and resolution of issues between requesting offices and the Assistant Executive Officer for the Office of the Administrator that cannot be resolved otherwise.

1.3.2 The Headquarters Chief Financial Officer (CFO), Office of Headquarters Operations, is responsible for budget allocation and review. The Headquarters Accounting Operations component of the Goddard Space Flight Center (GSFC) Regional Finance Office (RFO) is responsible for the administrative control, accounting, and disbursing of the ORF.

1.3.3 The General Counsel is responsible for reviewing requests for which a question exists regarding the legal propriety of using the ORF for the requested purpose.

1.4 SEMIANNUAL OFFICIAL REPRESENTATIONAL FUND STATUS REPORT

The RFO must prepare a semiannual ORF Status Report and submit it through the Headquarters CFO to the Assistant Executive Officer, Chief of Staff, and the Administrator for information.

1.5 ACCOUNTS AND RECORDS

1.5.1 The RFO must record charges to the ORF against the relevant NASA appropriation which provides funds.

1.5.2 The RFO must maintain a memorandum account for these charges and the files of all supporting documents and records.

[| TOC](#) | [ChangeHistory](#) | [preface](#) | [chapter1](#) | [chapter2](#) | [chapter3](#) | [ALL](#) |[| NODIS Library](#) | [Financial Management\(9000s\)](#) | [Search](#) |**DISTRIBUTION:**
NODIS

This Document Is Uncontrolled When Printed.
Check the NASA Online Directives Information System (NODIS) Library
to Verify that this is the correct version before use: <http://nodis3.gsfc.nasa.gov>
